

**DEPARTMENT OF THE TREASURY
FEDERAL LAW ENFORCEMENT TRAINING CENTER
GLYNCO, GEORGIA 31524**

FLETC DIRECTIVE (FD)

NUMBER: 61-02

Subject:

DATE: 07/06/92

Sunset Review:

PUBLIC SPEAKING ENGAGEMENTS AND
APPEARANCES BY FLETC PERSONNEL

1. PURPOSE. This directive establishes the policy and procedures governing public speaking engagements and public appearances by Federal Law Enforcement Training Center (FLETC) employees as representatives of the FLETC.
2. SCOPE. This directive applies to all employees of the FLETC who make public speeches or presentations which relate to the official functions of the Department of the Treasury. It pertains not only to the appearance of individual staff members, but also to the use of any FLETC-owned equipment or materials in conjunction with public appearances.
3. CANCELLATION. FLETC Directive 40-03.A, Public Speaking Engagements and Appearances by Staff Personnel, dated March 6, 1984 is superseded by this directive.
4. REFERENCE. FD 70-00.A, Personal and Real Property Management.
5. POLICY.
 - a. Acceptance by any staff member of a speaking engagement after duty hours is strictly on a voluntary basis. No overtime, travel pay, or any other reimbursement is authorized.
 - b. Supervisors have the authority to approve routine staff speaking engagements undertaken as an official duty and may also approve the content of the speaking engagement as long as it falls within the subject matter normally taught by the employee. However, when the content falls outside the employee's customary teaching expertise, it must be approved by the employee's Office Director.
6. PROCEDURES.
 - a. The use of any FLETC-owned equipment or materials in conjunction with a public appearance or speaking engagement will be coordinated with and approved by

the accountable officer or the appropriate property custodian (per reference), who will issue a property pass for the equipment to be removed from the FLETC.

b. Glynco. The FLETC Public Affairs Officer will coordinate all speaking engagements of Glynco personnel. All requests for a speaker, either as subject matter expert or by name, will be directed by telephone or in writing to the Public Affairs Office (PAO). Based upon the date, time, and nature of the request, the PAO will coordinate the approval of the speaking engagement with the appropriate immediate supervisor prior to the commitment by any staff member.

c. Office of Artesia and Marana Operations (OAMO). The Operation Support Specialist, Artesia or the Chief, Marana Training Division (MTD) will coordinate all speaking engagements of staff personnel. All requests for a speaker, either as subject matter expert or by name, will be directed by telephone or in writing to the Operation Support Specialist or the Chief, MTD for coordination with the appropriate immediate supervisor prior to acceptance of an engagement by a staff member.

7. REPORTING REQUIREMENTS:

a. Office of Artesia and Marana Operations. No later than the 5th of the first month of each quarter, the Director, OAMO will provide the PAO with the total number of speaking engagements conducted monthly during the previous quarter.

b. Public Affairs Office. No later than the 15th of the first month of each quarter, the PAO will report to the Budget and Finance Division the total number of speaking engagements each office conducted monthly during the previous quarter. This data will be included in the Management Information System (MIS) quarterly statistical report.

8. OFFICE OF PRIMARY INTEREST. Office of the Director.

Charles F. Rinkevich
Director